



**WASHINGTON STATE NURSING CARE QUALITY ASSURANCE COMMISSION  
PRACTICE SUBCOMMITTEE MEETING AGENDA**

**Special Meeting for March 11, 2004 from 6:00PM to 8:00PM**

**Tumwater Valley Bar & Grill (Tumwater Golf Course)**

**4611 Tumwater Valley Dr SE Olympia, WA 98501**

**If you have any questions, you may call Markay Newton at (360) 236-4724**

Practice Subcommittee Minutes

Lead: Roberta Schott, Chair

Staff: BJ Noll, Acting Nursing Practice Mgr.

Present: Shannon Fitzgerald, RN, MSN, ARNP; Jean Vincent, RN, MS, CPQA; Karen Brewer, Public Member; Laura Williams, AAG; Markay Newton, Staff; BJ Noll, Staff

Visitors: Kay Kramer-Sievers, Karen's daughter.

1. Instead of role and responsibility referring to the Practice Subcommittee, functions and duties will be used.
  - a. Adapt the "Issuing Interpretive Statements, AOs and Position Statements; Functions of the Practice Subcommittee" policy as presented by Cheryl Payseno.
  - b. The function of the Practice Subcommittee:
    - i. The Nursing Commission delegates to the Practice Subcommittee members the authority to oversee nursing practice advisory requests.
    - ii. The Practice Subcommittee reviews and evaluates advisory requests and makes recommendations to the Nursing Commission.
  - c. The duties of the Nursing Practice Manager:
    - i. To triage incoming advisory requests from public inquiry and Commission business.
    - ii. Refers the public to the Nursing Commission web site and decision tree to determination if a question can be answered without an advisory request.
    - iii. The Practice Manager will consult with a Commission member regarding questions not answered with statute, rules, decision tree, or Nursing Practice Guide.
2. Flow of information—From Nursing Practice Manager, to the Practice Subcommittee, and to the Nursing Commission. BJ to check with other Subcommittees for language
3. Communication strategies
  - a. Open Public Meeting Act language
  - b. Report from Laura Williams on the TriCity Herald newspaper article on E-meetings, and the use of "Reply All."
  - c. When the Practice Manager is using many sources to answer a practice question, the Subcommittee should be involved.
4. Laura Williams and BJ will work on boiler plate language for standardized format for letters, and disclaimers on emails.
5. Standardized agenda items will be added to the minutes to include: introductions, voluntary sign-up sheet; roll call, and action summary.
6. Practice Subcommittee Annual Plan: Look at annual plans from Discipline and Education.